Queries for Position Management
(For Use by HR Staff)

Job Code Requisition Query (HE0019) – reports if an acceptable job code currently exists or if a new job code will need to be created

Upon entering required information on the query, you will be provided with a Job Code number that fits the position you wish to fill/establish. This is the first step you should take if you do not already have a job code number. The query will provide you with all available job codes numbers.

At the present time, you may get an extensive listing of job code numbers. You can choose any of these that you prefer, making sure that the position title is the same as your position title. If you receive a message that states "**no matching values found**", complete the EHRP Job Code/Position Number Request Form and submit it to the Position Management Group (PMG), Human Resources and Payroll Solutions Branch (HRPS), DESB, OHR.

Job code numbers are NIH-wide as opposed to being IC-specific.

Position Number Requisition Report (HE0018) – reports if there is an inactive or vacant position available within a specific job code or if a new position will need to be created

Upon entering your Job Code number into this query, you will be provided with all **open (vacant) and inactivated** positions available for your use. You will not see any position that is currently filled.

If you receive a message that states "**no matching values found**", complete the EHRP Job Code/Position Number Request Form and submit it to the PMG.

If a position is listed and it indicates "open" you may use the position number.

If a position is listed but is "inactive", complete the EHRP Job Code/Position Number Request Form and submit it to the PMG with a request to activate the position for your use.

If you have any other questions, please contact Brenda Morissette of the HRPS/PMG.